



---

OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501  
HELENA MT 59620-2501  
www.opi.mt.gov  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)

Linda McCulloch  
Superintendent

October 1, 2008

To: Food Service Directors, Administrators and Manager/Cooks

From: Kenadine Johnson, Cooperative Bid Coordinator

Subject: Ordering for the Winter 2008-2009 Cooperative Food Bid

NOTE: PLEASE MAKE COPIES OF THIS MEMO AVAILABLE TO FOOD SERVICE DIRECTORS, CLERKS AND MANAGER/COOKS

Enclosed are the directions for ordering food and non-food items on the new and improved Web-based ordering system for the Winter 2008-2009 Cooperative Purchase Food Bid.

PLEASE NOTE THE FOLLOWING CONDITIONS:

1. The kind and quantity of each item ordered are to be submitted to School Nutrition Programs Cooperative Purchasing on the new Web-based order form/purchase order by November 3, 2008. Please indicate how you want your order delivered. There will now be four monthly deliveries per bid period. Fill out the form electronically, make a copy for your files, finalize your order, print off the signature page, send by mail or fax the signed original to the Office of Public Instruction, School Nutrition Programs. The authorization form must be signed by the manager/cook or the authorized representative of the school food authority (SFA), and by the authorized representative.
2. Schools should order in quantities that can be utilized in the period of January 2009 through June 2009.
3. There is no minimum/maximum quantity of food that can be ordered. Managers should note the pack size when ordering.
4. The Bid will require items to be delivered as follows:
  - a. First Delivery is to begin January 19, 2009 and will be completed by February, 13, 2009.

OVER

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

- b. The consecutive three deliveries will be in one month (four work weeks) time periods. (i.e., January 19, 2009 – February 16, 2009 – March 16, 2009 and April 17, 2009).
  - c. The successful bidder will deliver food items between the hours of 7:00 a.m. and 5:00 p.m. on school days.
- 5. Winter Cooperative Purchase orders totaling \$200 or less per delivery may be subject to a combined bi-monthly delivery.
- 6. The price per item will be determined by the bid.
- 7. Order Form/Purchase Order finalization pages must be signed in ink by both the SFA and the authorized representative (i.e., Superintendent, District Clerk, or Board Chairman). Purchase order numbers may be assigned by schools to facilitate future payment and tracking of order.
- 8. The successful bidder will bill the participating SFAs for the food items. Payment for products must be made within 45 days of delivery for each delivery period.
- 9. School Food Services Cooperative Purchasing will charge the participating SFAs 3 percent of the total cost for all items ordered. Warrants or checks, for the administrative fee only, are payable to COOPERATIVE PURCHASE FUND. The OPI administrative fee will be billed during the third delivery period and is due within 30 days.
- 10. If you do not receive all items you ordered or you have been charged a price different from the bid price, let our office know immediately. The only exception is on items priced per pound.

If you have question, please contact me by telephone at 444-4412, or by email, [kennie@mt.gov](mailto:kennie@mt.gov).

Enclosure

**October 2008**

**PLEASE**  
**PAY ATTENTION!!!**

The only items on the bid that are ordered by pounds are:

Bulk Cereals

- 100 - Bulk, Corn Flakes
- 97 - Bulk, Frosted Corn Flakes
- 291 - Bulk, Frosted Mini Wheats
- 99 - Bulk, Fruit Circles (Froot Loops)
- 292 - Bulk, Honey Nut Oat Circles
- 98 - Bulk, Raisin Bran
- 101 - Bulk, Rice Krispies
- 96 - Bulk, Toasted Oat Circles

Meat, Beef

- 137 – Beef Pattie, Breaded Precooked
- 138 – Beef Pattie, Char Broiled Precooked

Meat, Chicken

- 131 – Chicken Pattie, Breaded

Meat, Franks

- 128 - Corn Dogs, Chicken

*The Office of Public Instruction is no longer able to sell or transfer items that are ordered by mistake.*

*Schools are responsible for corrections or errors because, only schools input orders for the bid.*

*When you sign the purchase order/order confirmation sheet and send it to the Office of Public Instruction it is considered a signed contract. The school is obligated to purchase what they have ordered. No excuses!*